



## Museum Assistant – Are you seeking a unique work experience?

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R.J. Haney Heritage Village & Museum is a premier tourist destination in Salmon Arm, BC. Set on forty-acres of pioneer farmland with over 30 exhibits for guests to explore. It offers visitors an opportunity to experience history hands-on with activities, tours and programs like Villains and Vittles Dinner Theatre, the annual car show, High Tea and Harvest Celebration. Visitors discover the local history in a whole new way. The site features a 150-seat restaurant offering daily menu service and caters to weddings and events at the Village. The Children's Museum and Discovery Centre is a one-of-a-kind opportunity for families to engage in playful learning.

If you want an opportunity to build your skills and be a part of a team environment, we are looking for you!

We have an opportunity in the Archives Department as a Museum Assistant.

This position will assist the Museum and Archives in collections management and programming.

Tasks will include:

- Working on a project to photograph a portion of the museum artefact collection
- Complete inventories of artefacts
- Work with database software
- Carry out historic research
- Create takeaway materials based on that research

The Museum Assistant has an organized and mature nature, is interested in local and regional history and wants to spend their summer learning and preserving the unique stories of the Shuswap in the early 20th century.

Who Should Apply? The Museum Assistant should currently be enrolled in a college or university program studying arts, tourism, history, anthropology, education, languages or social sciences. Students from other disciplines interested in culture and heritage are encouraged to apply.

We offer a competitive wage and a healthy work environment. We seek a reliable candidate who likes to work and be a part of a team effort in a fast-paced, fun, and professional

environment. Employees can participate in the mentoring program, a valuable skill-building tool for those seeking career path advice and opportunities.

This position is full-time, seasonal employment.

How to apply: Email your cover letter, resume and references to [info@salmonarmmuseum.org](mailto:info@salmonarmmuseum.org)

We are an equal-opportunity employer—some positions are funded through Canada Summer Jobs and Young Canada Works. Candidates must meet the eligibility of these programs. You must be available to work evenings, weekdays, weekends, and holidays and be prepared to commit to the work dates full duration and treat this as your primary job. The candidate must be prepared to provide a Criminal Record Check and references.

You must be willing to follow laws, regulations, policies and procedures:

- The Workers Compensation Board regulations
- R.J. Haney Heritage Village and Museum Health and Safety Policy
- R.J. Haney Heritage Village and Museum policies, procedures and Code of Conduct
- Adherence to the Job Performance Expectations of the position
- Adherence to R.J. Haney Heritage Village and Museum Hiring Manual
- Performance of all operational duties based upon industry standards and guided by the Occupation Health and Safety regulations

We thank all applicants for their interest. However, only those being considered will be contacted.

The deadline to apply is April 16th. For more information, visit our website: [www.salmonarmmuseum.org](http://www.salmonarmmuseum.org) or email us with your questions at [collections@salmonarmmuseum.org](mailto:collections@salmonarmmuseum.org)